CIVIL AIR PATROL United States Air Force Auxiliary Virginia Wing 7401 Airfield Drive, Richmond, VA 23237 VA Wing Supplement 1 CAPR 20-1(E) 10 NOV 2003

## ORGANIZATION OF CIVIL AIR PATROL

CAPR 20-1(E), 29 MAY 00, is supplemented as follows:

(ADD) (Wing Level Only) Cadet Commander (Wing and Group)

The duties of the Cadet Commander will include:

- 1. Advising the Cadet Commanders in the subordinate units, as well as making recommendations to echelon commanders as appropriate on the appointment or removal of unit Cadet Commanders.
- 2. Acting as Cadet Commander at all echelon level activities except summer encampments.
- 3. Serving as a member-at-large on the echelon CAC.
- 4. Assisting the echelon Cadet Programs office with any tasking received.
- Assisting to ensure that cadet training through Virginia Wing is standardized to meet all regulations.
- Disseminating information vital to the cadet program and encouraging attendance at all echelon activities.
- 7. Assisting the DCP and CPO's in establishing plans and procedures to accomplish the policies, goals and objectives established by the echelon commander.
- 8. Serve as liaison between senior and cadet staff.

The duties of the Group Cadet Commander are identical to the Wing Cadet Commander except at the group level.

Page 43 (ADD): (Wing Level Only) <u>Wing Director of Information Technology</u> The Director of Information Technology – Acts as the single point of contact in the Wing on all matters related to information technology. The Director of Information Technology will report directly to the Wing Commander. Duties are as follows:

- 1. Specifies all information technology (computer equipment and software) purchased at the Wing level. Establishes a computer acquisition policy that insures all hardware and software is compatible throughout the Wing.
- 2. Maintains a library of all original software and software licenses purchased for Wing HQ. Specifies the manner that original software and licenses are maintained at all subordinate units.
- 3. Manages the Wing Web Page and the Wing e-mail list servers. Directs the activity of the Wing Web Page Editor and other personnel as needed to manage Wing HQ Information Technology.
- 4. Coordinates the use of Information Technology with all Wing Directorates as needed.

- 5. Establishes and oversees a computer maintenance policy to include life cycle management of all information system technology in the Wing.
- Establishes computer security procedures to prevent unauthorized access to data and to protect 6. against potentially dangerous viruses.

PATRICIA B. KENNEDY, Lt Col, CAP Administrative Officer

TIMOTHY J. CRAMER, COL, CAP Commander

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OPR: CC

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